

Duplicating a Requisition

Are you tired of doing similar requisitions from scratch over and over again, well you are in luck then Requisitioners. Prism offers a feature that allows you to duplicate all of the old information from a previous requisition in order to speed up the time it takes to input a new requisition. Once you find the requisition you want to duplicate you can edit all the same fields that you could in an EZ Requisition or a Full Requisition.

1. Welcome Screen

Welcome TOM NORTHROP
You have 16 unread messages in your [Inbox](#).

Last Documents Accessed:
[Requisition: TOMTEST2](#)
[Requisition: TOM2](#)
[Requisition: PLEASEWORK](#)
[Requisition: PLEASEGOD](#)

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Product information.

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[GSA Debarment](#)
[GSA Advantage!](#)

Choose "Requisitions"

2. Requisitions Menu

Welcome TOM NORTHROP
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Last Documents Accessed:
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[Requisition: TOM2](#)
[Requisition: PLEASEWORK](#)
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Choose "Create Requisitions", and then go to the next page of this manual.

3. Create New Requisition Menu

The screenshot shows a web application interface. At the top is a light green header bar with a blue square containing a white question mark on the left. Below the header is a dark blue bar with the text 'Create New Requisition' in white. Underneath is a list of radio button options: 'EZ REQ', 'Requisition', 'Duplicate', 'Requisition for Modification', and 'Requisition from APP'. The 'Duplicate' option is selected, indicated by a dot inside the radio button. An arrow points from a text box to this 'Duplicate' radio button. Below the list is a horizontal line, and at the bottom right are two buttons: 'Submit' and 'Cancel'. An arrow points from another text box to the 'Submit' button.

?





Create New Requisition

- ☐ EZ REQ
- ☐ Requisition
- ☒ Duplicate
- ☐ Requisition for Modification
- ☐ Requisition from APP

Submit Cancel

Once you have clicked "Submit", go on to the next page of this manual.

4. Search Screen

Search Criteria		Display	Hide Search Criteria	Cancel	?																																																							
<input checked="" type="radio"/> My Requisitions  <input type="radio"/> Assigned to Me <input type="radio"/> All		Requisition Selection <table border="1"> <thead> <tr> <th>Requisition Number</th> <th>Status Date</th> <th>Requisitioner</th> <th>Requisition Date</th> <th>Buyer</th> </tr> </thead> <tbody> <tr><td>0313PR01</td><td>03/13/2002</td><td>TOM NORTHRUP</td><td>03/13/2002</td><td></td></tr> <tr><td>0313PR02</td><td>03/13/2002</td><td>TOM NORTHRUP</td><td>03/13/2002</td><td></td></tr> <tr><td>0313PRBPA</td><td>03/13/2002</td><td>TOM NORTHRUP</td><td>03/13/2002</td><td></td></tr> <tr><td>0313PR03</td><td>03/13/2002</td><td>TOM NORTHRUP</td><td>03/13/2002</td><td></td></tr> <tr><td>0313PRCONT02</td><td>03/13/2002</td><td>TOM NORTHRUP</td><td>03/13/2002</td><td></td></tr> <tr><td>TEST123456789</td><td>03/25/2002</td><td>TOM NORTHRUP</td><td>03/25/2002</td><td></td></tr> <tr><td>FSSDSDSDFSDSDFSD</td><td>03/25/2002</td><td>TOM NORTHRUP</td><td>03/25/2002</td><td></td></tr> <tr><td>TOMTEST2</td><td>04/01/2002</td><td>TOM NORTHRUP</td><td>04/01/2002</td><td></td></tr> <tr><td>TOM1</td><td>04/01/2002</td><td>TOM NORTHRUP</td><td>04/01/2002</td><td></td></tr> <tr><td>TOM2</td><td>04/01/2002</td><td>TOM NORTHRUP</td><td>04/01/2002</td><td></td></tr> </tbody> </table>				Requisition Number	Status Date	Requisitioner	Requisition Date	Buyer	0313PR01	03/13/2002	TOM NORTHRUP	03/13/2002		0313PR02	03/13/2002	TOM NORTHRUP	03/13/2002		0313PRBPA	03/13/2002	TOM NORTHRUP	03/13/2002		0313PR03	03/13/2002	TOM NORTHRUP	03/13/2002		0313PRCONT02	03/13/2002	TOM NORTHRUP	03/13/2002		TEST123456789	03/25/2002	TOM NORTHRUP	03/25/2002		FSSDSDSDFSDSDFSD	03/25/2002	TOM NORTHRUP	03/25/2002		TOMTEST2	04/01/2002	TOM NORTHRUP	04/01/2002		TOM1	04/01/2002	TOM NORTHRUP	04/01/2002		TOM2	04/01/2002	TOM NORTHRUP	04/01/2002	
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Requisition Type <input type="text" value="All"/> 																																																												
Search <input type="text" value="Requisition Date"/> 																																																												
For <input type="text"/> 																																																												
Max Results <input type="text" value="100"/>																																																												
Results per Page <input type="text" value="10"/>																																																												
		<input type="button" value="Next"/> Page 1 of 2 (12 results found)																																																										

Next to the picture of the sun you may choose one radio button in order to search by your requisitions, ones assigned to you, or all requisitions.

Requisition Type

All

All

EZ Req

Requisition

Requisition Date

This is the drop down box for the "Requisition Type" field, this is next to the picture of the smiley face. Choose which type of requisition you want to search by, it defaults to "All".

Search

Requisition Date

Requisition Number

Requisitioner (Name)

Requisition Date

Buyer (Name)

Status Date

100

This is the drop down box for the "Search" field, this is next to the picture of the moon. Choose the criteria you wish to search by, it defaults to requisition number. **After you choose an option you must fill something in the "For" box (the "For" box is next the picture of the heart). For example if you search by "Requisition Date", you must put in the date you made the requisition. Otherwise it will not narrow the search when you hit display. After you have read this go to the next page of this manual.**

5. Enter in Criteria

Search Criteria

☒ **My Requisitions**
☐ **Assigned to Me**
☐ **All**

Requisition Type
All

Search
Requisition Date

For
03/13/2002

Max Results
100

Results per Page
10

Requisition Selection

Requisition Number	Status Date	Requisitioner	Requisition Date	Buyer
<u>0313PR01</u>	03/13/2002	TOM NORTHRUP	03/13/2002	
<u>0313PR02</u>	03/13/2002	TOM NORTHRUP	03/13/2002	
<u>0313PRBPA</u>	03/13/2002	TOM NORTHRUP	03/13/2002	
<u>0313PR03</u>	03/13/2002	TOM NORTHRUP	03/13/2002	
<u>0313PRCONT02</u>	03/13/2002	TOM NORTHRUP	03/13/2002	
<u>TEST123456789</u>	03/25/2002	TOM NORTHRUP	03/25/2002	
<u>FSSDSDSDFSD</u>	03/25/2002	TOM NORTHRUP	03/25/2002	
<u>TOMTEST2</u>	04/01/2002	TOM NORTHRUP	04/01/2002	
<u>TOM1</u>	04/01/2002	TOM NORTHRUP	04/01/2002	
<u>TOM2</u>	04/01/2002	TOM NORTHRUP	04/01/2002	

Next Page 1 of 2 (12 results found)

1. I left the radio button on "My Requisitions", and I left the "Requisition Type" on "All", I searched by "Requisition Date", and entered a date. Enter in your search criteria.

2. Hit "Display".

6. Choose the Requisition to Duplicate.

Search Criteria

☒ **My Requisitions**
☐ **Assigned to Me**
☐ **All**

Requisition Type
All

Search
Requisition Date

For
03/13/2002

Max Results
100

Results per Page
10

Requisition Selection

Requisition Number	Status Date	Requisitioner	Requisition Date	Buyer
<u>0313PR01</u>	03/13/2002	TOM NORTHRUP	03/13/2002	
<u>0313PR02</u>	03/13/2002	TOM NORTHRUP	03/13/2002	
<u>0313PRBPA</u>	03/13/2002	TOM NORTHRUP	03/13/2002	
<u>0313PR03</u>	03/13/2002	TOM NORTHRUP	03/13/2002	
<u>0313PRCONT02</u>	03/13/2002	TOM NORTHRUP	03/13/2002	

Page 1 of 1 (5 results found)

1. Note how all the requisitions that I did on "03/13/2002" are now available to view or edit.

2. Choose the requisition you desire, by clicking on the number, which is underlined. After you have clicked on a requisition, go to the next page of this manual.

7. Choose a new number for the Requisition about to be duplicated

1. Click on the drop down arrow and choose the "Requisition (@#)" option, which will generate a number from the system.

2. Click "Create"

8. The new duplicated Requisition has been generated

Note how the duplicated requisition has a new number now.

You are now free to edit this requisition to tailor it to your new specifications. This method is great if you have to do several of the same requisitions over the course of a year, or if a new requisition is very similar to an older one.